

Membership Balance Plan

ENVIRONMENTAL PROTECTION AGENCY

1. FEDERAL ADVISORY COMMITTEE NAME

National Environmental Education Advisory Council

2. AUTHORITY

The National Environmental Education Advisory Council (NEEAC) was created by Congress to advise, consult with, and make recommendations to the Administrator of the Environmental Protection Agency (EPA) on matters related to activities, functions and policies of EPA under the National Environmental Education Act (the Act). 20 U.S.C. § 5508(b).

3. MISSION/FUNCTION

Describe the mission/function of the FAC

The NEEAC will provide advice and recommendations on matters as required by the Act, including:

- a. EPA's solicitation, review, and selection processes for environmental education training and grant programs
- b. The merits of individual proposals to operate the § 5 training program and the § 6 grant program, as requested by EPA
- c. Nominations of § 8 Environmental Award recipients
- d. Other environmental education issues, including matters relating to activities, functions, and policies of EPA under the Act
- e. A biennial report to Congress as required by § 9(d)(1), which will:
 - (A) describe and assess the extent and quality of environmental education in the Nation;
 - (B) provide a general description of the activities conducted pursuant to this Act and related authorities over the previous 2-year period;
 - (C) summarize major obstacles to improving environmental education (including environmental education programs relating to national parks and wildlife refuges) and make recommendations for addressing such obstacles;
 - (D) identify personnel skills, education, and training needed to respond to current and anticipated environmental problems and make recommendations for actions to assure sufficient educational and training opportunities in these professions; and
 - (E) describe and assess the extent and quality of environmental education programs available to senior Americans and make recommendations thereon; describe the

various Federal agency programs to further senior environmental education; and evaluate and make recommendations as to how such educational apparatuses could best be coordinated with nonprofit senior organizations across the Nation, and environmental education institutions and organizations now in existence.

4. POINTS OF VIEW

Based on understanding the purpose of the FAC,

- (a) describe the process that will be used to ensure the committee is balanced, and identify the categories*
- (b) consider identifying an anticipated relative distribution of candidates across the categories; and*
- (c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members*

The NEEAC will be composed of eleven (11) members appointed by the EPA Administrator, or designee, after consultation with the Secretary of the U.S. Department of Education. Members will serve as Special Government Employees (SGE), however, the conflict of interest provision at 18 U.S.C. § 208(a) does not apply to members' participation in particular matters which affect the financial interests of their employers. 20 U.S.C. § 5508(b)(2). SGE pay rates will be determined by EPA's Administrator, but may not exceed the daily equivalent of the annual rate for a GS-18 Federal employee.

As required by the Act, the membership of the NEEAC will consist of: two members representing primary and secondary education (including one classroom teacher); two members representing colleges and universities; two members representing not-for-profit organizations involved in environmental education; two members representing State departments of education and natural resources; two members representing business and industry; and one member representing senior Americans. In addition, a representative of the Secretary of Education will serve as an ex officio member and a representative of the National Environmental Education and Training Foundation may serve as an advisor to the NEEAC.

As required by the Act, the NEEAC membership will represent the various geographic regions of the country and will have minority representation. 20 U.S.C. § 5508(b)(3). The professional backgrounds of the members will include scientific, policy, and other appropriate disciplines.

5. OTHER BALANCE FACTORS

List any other factors EPA identifies as important in achieving a balanced FAC

See above.

6. CANDIDATE IDENTIFICATION PROCESS

Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance.

The summary should:

- (a) describe the process*
- (b) identify EPA key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by EPA*
- (d) state the membership term limit of FAC members, if applicable*

Approximately 8 months prior to expiration of committee members' terms the DFO meets with EPA's Federal Advisory Committee Management Division (FACMD) to discuss the outreach plan, establish a

timeline, and other issues concerning the membership package. After approval of the outreach plan the DFO conducts outreach for new members in accordance with the plan.

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After a review of the pool of nominees, a determination is made to consider whether additional outreach is needed. Candidates are screened for their status as federally registered lobbyists as well as the absence of conflicts of interest and other ethics issues. The DFO develops a draft grid of nominees, including at least one additional candidate for each point of view for the function the committee is to perform.

A balance review of the proposed membership is then conducted by FACMD and the Office of General Counsel's FACA Attorney. Different levels of EPA managers then review the draft package for questions or comments before the final package is prepared.

Formal letters of invitation to serve on the NEEAC will be extended by the Administrator or Deputy Administrator of EPA. This cycle will be repeated for any occurring vacancies. NEEAC members are usually appointed for a one to three-year term. Generally, members may be reappointed for a total of 6 years.

7. SUBCOMMITTEE BALANCE

Subcommittees subject to FACA should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

**This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

EPA plans to use the process that is used to determine advisory committee member balance for the parent (Tier 1) Federal advisory committee for any Tier 2 subcommittee(s) that may be created.

8. OTHER

Provide any additional information that supports the balance of the FAC

Not applicable.

9. DATE PREPARED/UPDATED

August 25, 2016